

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO **N1-28-87-2**

TO **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED  
**1-8-87**

1 FROM (Agency or establishment)

**U.S. Postal Service**

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

**Records Office**

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

**Leroy Hinton**

5 TELEPHONE EXT

**268-5155**

DATE

**2-26-87**

ARCHIVIST OF THE UNITED STATES

Signature of the  
**Archivist not required**

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of four page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE

**12/10/36**

C SIGNATURE OF AGENCY REPRESENTATIVE

**Philip J.G. Skelly**

D TITLE

**USPS Records Officer**

7  
ITEM  
NO

8 DESCRIPTION OF ITEM  
*(With Inclusive Dates or Retention Periods)*

9 GRS OR  
SUPERSEDED  
JOB  
CITATION

10 ACTION  
TAKEN  
*(NARS USE  
ONLY)*

1.

**Directives Files**

Arrangement: Case files, numerically, by directives number

Consists of drafts, clearance comments, and printed copies of USPS directives. Examples: manuals, handbooks, publications, Headquarters Circulars, Postal Bulletins, Management Instructions, and notices.

a. Directives case files, including clearance papers and background materials

Move to an inactive file when directive is obsolete; cut off this file each calendar year; dispose of 3 years from date of cutoff.

**NC1-28-78-6/8b**

b. Record copy of directives

**PERMANENT.** Move to an inactive file when directive is obsolete. Offer to NARA when 20 years old in 5 year blocks. (Note: The USPS Library maintains copies of important historical directives in its permanent collection.)

**NC1-28-78-6/3a**

c. Directives Clearance Files - other than above

Dispose of when no longer needed for reference.

**5 items**

\* Transfer to FRC when 5 years old.  
Language added per phone conversation with Leroy Hinton USPS 1/8/87 Richard E. Wood NIR-C

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 2 4
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2.	<p>Management Study/Survey Files</p> <p>Arrangement: Case files, alphabetically by name of study</p> <p>Consists of copies of studies by staff members or outside contractors, or related to management improvement projects such as organization and methods studies, marketing surveys, and similar studies with related papers showing their inception, scope, procedure, and results.</p> <p>Used to improve USPS management and aid in problem solving.</p> <p>a. Office conducting the survey or office sponsoring a contract to perform the survey</p> <p style="padding-left: 40px;">Move to a closed file when action is completed. Cut off this file each calendar year. Dispose of 3 years from date of cutoff. Do not transfer to a Federal Records Center. (Note: Send a copy of the report and/or an abstract to the USPS Library for its technical and analytical reports (TARL) collection.)</p> <p>b. Other copies</p> <p style="padding-left: 40px;">Dispose of upon completion of next comparable survey or when no longer needed for reference.</p>		
3.	<p>Press Release Files</p> <p>Arrangement: Case files, chronologically by date</p> <p>Consists of documents relating to the preparation, clearance, and dissemination of information to any public communications media. These files include drafts, clearance documents, formal press releases, and related papers. File should be maintained by the releasing office and labeled "RECORD SET."</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
(3)	<p>Used to disseminate information concerning postal policy and decisions to the media.</p> <p>a. Record set</p> <p style="padding-left: 40px;">Cut off the file each calendar year. Dispose of 3 years from the date of cutoff. Do not transfer to a Federal Records Center.</p> <p>b. All other copies</p> <p style="padding-left: 40px;">Dispose of when no longer needed for reference.</p>		
4.	<p>Records Dispositions Authorizations</p> <p>Arrangement: Numerically by fiscal year and sequential number</p> <p>Consists of documents created only by the Records Office in requesting authority from the Archivist of the United States, National Archives and Records Administration (NARA) for the disposal of Postal records. Included are Standard Form 115, Request for Records Disposition Authority, clearances, inventories, and related records.</p> <p>Used to request and document the legal authorization for disposal of records.</p> <p>Sample Forms: SF 115</p> <p style="padding-left: 40px;">Dispose of when superseded or obsolete</p>		<p>NCl-28-78-6/12a</p> <p>NCl-28-78-6/12b</p>
5.	<p>Records Retirement Files</p> <p>Arrangement: Chronologically or by accession number</p> <p>Consists of documents created in retiring or transferring Postal Service records to the National Archives, a Federal Records Center or to postal controlled records centers or storage. Included are Standard Form 135, Records Transmittal and Receipt, PS Form 773,</p>		

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(5)	<p>Records Transmittal and Receipt, accession agreements and related records.</p> <p>Sample Forms: SF 135, PS 773, SF 258</p> <p>Dispose of 2 years after all records listed thereon have been destroyed or when no longer needed.</p>		